



1. Aim

The purpose of this policy is to ensure Launceston Church Grammar School provides overseas students with access to support services to ensure their mental and physical wellbeing.

2. Scope

This policy applies to overseas students enrolled at Launceston Grammar in accordance with CRICOS registration.

3. Legislation

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018: Standard 6

4. Relevant Documentation

Launceston Grammar International Letter of Offer
Launceston Grammar Confirmation of Enrolment Letter
Launceston Grammar Overseas Student Arrival Handbook
Launceston Grammar's Critical Incident Management

5. Policy Information

Launceston Grammar will support overseas students to adjust to life and study in Australia, and will provide a comprehensive age and culturally appropriate orientation program for all new students. The orientation program includes, but is not limited to:

- Support services
- Legal issues
- Emergency and health services
- Facilities and resources
- Launceston Grammar's Complaints Policy and process
- A copy of the Student Handbook
- Student visa conditions with information, noting course attendance and progress
- Student rules and expectations
- Students are reminded to update their contact details every six months
- The School has a procedure for contacting students every six months to confirm their contact details are still current (includes address, phone numbers and email)

The International Student Coordinator has a checklist to assist when performing the orientations.

Launceston Grammar staff are conscious of maintaining students' privacy, confidentiality and cultural sensitivities at all times.

Launceston Grammar will provide access and support for students to assist in meeting course requirements and maintaining their attendance. The School will also provide assistance to students to access support for welfare-related and accommodation issues, at no extra cost.



Critical Incident Management


Launceston Grammar's Critical Incident Management Plan will be activated in the event of a critical incident. All School staff are aware of Launceston Grammar's Critical Incident Management Plan and have access to an electronic copy of this document via SharePoint.

Launceston Grammar has a large number of staff across the school to support overseas students and staff will make any necessary support services available to overseas students as required.

6. Record Keeping

This document will be kept for three (3) years until review, unless there is a significant legislative organisational change requiring earlier review.

A copy of this document will be located on myGrammar under Policies and Procedures and the master copy held in files by the Compliance Officer.

DOCUMENT CONTROL			
Author	Head of Enrolments	Approval Date	August 2023
Status	Approved	Last Review Date	May 2023
Version	2	Next Review Date	May 2026
Location: All School Policies can be found on the Policies and Procedures page on myGrammar			
Signature of Approver:			
Position of Signatory: Principal			